

## **Lee County Government Position Announcement:**

### **Business/Personal Property Appraiser**

#### **Tax Department**

#### **Internal/External**

**Grade 67    Hiring Salary: \$42,068**

#### **General Definition of Work**

Performs intermediate technical work listing, assessing and auditing business personal property for tax purposes, and related work as apparent or assigned. Performs work processing DMV initial and renewal tag records for billing, uploading data files, auditing data for situs and account accuracy, assigning value. Work is performed under the limited supervision of the Tax Listing Manager.

#### **Essential Functions**

Processes business, corporate utility and residential personal property abstracts and renders assessment; gathers and analyzes data to determine property values; applies depreciation schedules; updates property acquired and disposed of during the year and inputs data into billing system.

Processes the monthly vehicle records from the North Carolina Vehicle Tax System (NCVTS) according to statutes and established deadlines. Determines value, situs, and taxable status of vehicles and calculates tax amounts for RMV records

Verifies the accuracy of listing through the audit process including site and desk audits; estimates and bills audit discoveries; preparing and maintaining a variety of audit reports; coordinates the appeal process.

Conducts discovery process for determining unlisted business and other personal property; follows up on businesses that have taxable assets; notifies non-listing firms and individuals of proposed assessments and sends bills as appropriate.

Performs updates and audits tax situs charge codes and fees.

Performs data entry to update and maintain records for the personal property assessment process including monthly GAP and Multi Year Plate records

Reviews mobile home park and DMV records for discovery of unlisted property; prepares and mails notifications; processes responses for billing.

Confers with tax payers, attorneys, auditors and accountants to explain methods of arriving at tax value and resolves valuation issues.

Enters information into files for business/personal property appraisal; establishes files for tax bills and maintains business/personal property files.

Assists general public and businesses in listing business and personal property taxes; assists tax assistant in listing and assessment of personal property; processes and grants extensions to the listing process.

#### **Education and Experience**

Associates/Technical degree with coursework in accounting, or related field and moderate experience working as an appraiser, or equivalent combination of education and experience.

#### **Special Requirements**

Certified personal property appraiser within two (2) years. Appropriate training will be provided and must be completed upon hire and on an ongoing basis. Valid driver's license in the State of North Carolina.

#### **APPLICATION PROCESS**

Submit a Lee County application to Lee County Human Resources, PO Box 1968, Sanford N.C. 27331- 1968. Position will remain open until filled. . Females and minorities are encouraged to apply. Lee County does not discriminate on the basis of race, color, national origin, sex, religion, age or disabling condition in employment opportunities. **Pre-employment drug testing is required.** [www.leecountync.gov](http://www.leecountync.gov)